



# INSTRUCTIONS FOR THE ORGANIZATION AND OPERATION OF COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS

## NORTHEAST REGION

The State Director of Extension or his designated representative will supervise the organization and operation of the county associations in the Northeast Region under the Soil Conservation and Domestic Allotment Act. Producers will hold meetings and conduct other activities in accordance with the "Articles of Association" of the County Agricultural Conservation Association and instructions relating thereto.

**Community Election Meetings.**—The county agent shall schedule, as soon as practicable, community election meetings. The county agent shall give public notice of the community election meetings at a reasonable time prior to such meetings and will designate a presiding officer.

**Register of Members.**—The temporary secretary will secure, preferably in a bound book, at this meeting, the signatures and addresses of all persons present who are eligible and desire to become members of the association. These lists, together with lists of additional persons, who sign "Work Sheets," will constitute the Register of Members for the Association, referred to in Article III, Section 3, of the "Articles of Association." No obligations will be incurred on the part of any party by signing the Register of Members. After reasonable opportunity has been given for signing the Register of Members, the meeting shall proceed with the election of community committeemen.

**Election of Community Committeemen.**—The method of conducting the community election meetings may be prescribed by the State Director of Extension. In the event that a method is not prescribed by the State Director of Extension, the county agent shall prescribe the procedure to be followed. The men elected community committeemen should be farmers who derive a major part of their income from farms which they own or operate, and who reside in the community. No person who is holding or who becomes a candidate for a county, State, or Federal office is eligible to serve as a community committeeman. The person who is elected chairman of the community committee shall be a director of the association.

After the community election meeting, the chairman of the community committee will forward to the office of the county agent the Register of Members, together with three copies of the minutes of the community election meeting.

**Election Meeting of the Board of Directors.**—The county agent shall call an election meeting of the directors of the association as soon as practicable after the community election meetings have been held. After the "Articles of Association" have been discussed, the order of business, outlined in Article VII, shall be followed *except that the board of directors will not elect a treasurer*. If it is determined that a treasurer is required, instructions will be issued by the Northeast Division of the Agricultural Adjustment Administration.

Immediately after the election meeting of the board of directors, all officers and committeemen shall qualify for office by acceptance and may perform duties outlined in the "Articles of Association" in accordance with instructions from the State Director of Extension or his designated representative, to be reimbursed within the provisions of the letter of authorization issued to the Director of Extension.

**Transmittal of Organization Forms.**—Immediately after the election meeting of the board of directors, the secretary of the association shall transmit to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C., through the State office, the following records:

- (1) Form NER-4, Minutes of Community Election Meeting, two copies for each community.
- (2) Form NER-5, Report of Election Meeting of Board of Directors, two copies.
- (3) Minutes of the meeting of the board of directors taken by the secretary, two typewritten copies.
- (4) Form NER-2, Articles of Association of Agricultural Conservation Association, two copies.



